

1/23/2008-IR  
Department of Personnel & Training  
Notice/ Inviting  
Expression of Interest

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The Department of Personnel & Training is implementing the Centrally Sponsored Plan Scheme on 'Strengthening, Capacity Building and Awareness Generation for effective implementation of the RTI Act'. Under the scheme Expression of Interests (EOI) are invited from reputed and established institutions/ organizations/ consortiums for the following assignments.

- i. To act as a Knowledge Partner and National Resource Centre for implementing the scheme
  - ii. To conduct a study on the current status of proactive disclosures under section 4 of the RTI Act, 2005 in public authorities across the country.
2. Detailed information may be downloaded from the Department's website (<http://www.persmin.nic.in>).
3. Interested parties who meet the eligibility requirements may submit their Expression of Interests (Eols) for all or any of the above assignments to Deputy Secretary, (RTI), Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, North Block, New Delhi – 110001. Telephone: (011) 23093074, Telefax: (011) 23093022, email ID: [osdrti-dopt@nic.in](mailto:osdrti-dopt@nic.in). Four copies of each of Expression of Interest may be submitted.
4. Last Date for receipt of Eol will be 15 days from the date of advertisement.

**Advertisement Published on 7<sup>th</sup> January, 2009 in Times of India**

F. No. 1/23/2008-IR  
Government of India  
Department of Personnel & Training  
(RTI Division)

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**Invitation for  
Expression of Interest (EOI)**

**For**

**Knowledge Partner and National Resource Centre for Implementing the Centrally  
Sponsored Plan Scheme on 'Strengthening, Capacity Building and Awareness  
Generation for effective implementation of the RTI Act'.**

**January 2009**

## **Invitation for Expression of Interest for Knowledge Partner and national Resource Centre**

The Department of Personnel & Training proposes to engage an institution/ organization/ consortium to act as a Knowledge Partner and National Resource Centre for Implementing the Centrally Sponsored Plan Scheme on 'Strengthening, Capacity Building and Awareness Generation for effective implementation of the RTI Act'. The Government has recently approved the above scheme with the objective to strengthening the IT infrastructure of the State Information Commissions, training of various stakeholders in RTI, propagation of RTI and awareness generation through educational mediums. A copy of the guidelines on implementing the scheme are attached at **Annexure II**

It may be noted that this is invitation for Expression of Interest and should not be construed as the Tender/ Request for Proposal (RFP) in any form and would not be binding on the Department of Personnel & Training in any manner whatsoever.

2. Sealed EOI prepared in accordance with the procedure enumerated in this document should be submitted to Deputy Secretary (RTI), Department of Personnel & Training in the proforma given in **Annexure-I** as per Schedule given below.

(a) Name of the Purchaser

**President of India through Secretary, Department of Personnel & Training**

(b) Addressee and address at which EOI is to be submitted:

**Deputy Secretary (RTI)  
Department of Personnel & Training  
North Block, New Delhi-110001**

(c) Latest time and date for receipt of EOI

**By 17.00 hrs on 15 days from the date of publication of advertisement.**

(d) Name of the contact person for any clarification

**Mrs. Anuradha S. Chagti  
Deputy Secretary (RTI), Department of Personnel & Training  
North Block, New Delhi-110001  
Telephone: 011-23093074, Fax: 011-23092580  
Email: osdrti-dopt@nic.in**

(e) Date till which the EOI should be valid

**180 days from the date of opening of EOI.**

3. The application should be accompanied with the following documents:
- (i) A capability statement (not more than two pages).
  - (ii) A write-up on the understanding of the assignment (not more than two pages).
  - (iii) CV's of key consultants proposed to provide service for this contract (not more than two pages each CV).
  - (iv) Company/Organization profile giving details of current activities and management structure (not more than two pages)
  - (v) Evidence of incorporation.
  - (vi) Annual Report including audited Balance Sheet and Profit & Loss Account statement for past three years.

### **Introduction to the Right to Information Act**

4. In recognition of the need for transparency in public affairs, the Right to Information Act, was enacted on 21<sup>st</sup> June 2005. All its provisions came into force in October 2005. A copy of the Act is enclosed as **Annexure-III**. It is a path breaking legislation empowering people and promoting transparency. While right to information is implicitly guaranteed by the Constitution, the Act sets out the practical regime for citizens to secure access to information on all matters of governance. The Act is a landmark initiative to make the public administration transparent, decision-making process participatory and to curb corruption. It has given a powerful tool in the hands of common man to get the information from the Government as a matter of right.

5. This law is very comprehensive and covers almost all matters of governance and is applicable to Government at all levels- Union, State and Local. Access to information under this Act is extensive with minimum exemptions.

6. The Ministry of Personnel, Public Grievances and Pensions is the agency of the Central Government responsible for overseeing the effective implementation of the Act.

### **Legal Framework under the Act**

7. Among the other provisions of the Act, the Act puts an onus on the appropriate government to the extent of availability of financial and other resources to :-

- a) Develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;
- b) Encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;
- c) Promote timely and effective dissemination of accurate information by public authorities about their activities; and
- d) Train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.

8. The appropriate government was also enjoined upon within 18 months of the commencement of this Act to compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.

*Under the RTI Act 2005, the "appropriate Government" the Central or the State Government as the case maybe.]*

### **Institutional Framework**

9. The Act mandates the setting up of a Central Information Commission in Delhi. The Central Information Commission is entrusted with the duty of inquiring into appeals/complaints against different Central Public Information Officers and monitoring and reporting on the implementation of the Act. The financial and staff needs of the Central Information Commission are being met by the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions.

10. The Act also mandates the setting up of State Information Commissions in all the States where the Act is applicable. The State Information Commissions have been set up in 27 States (the Act does not extend to the State of Jammu and Kashmir), and are entrusted with the duty of inquiring into appeals/complaints against different State Public Information Officers and monitoring and reporting on the implementation of the Act. The Act stipulates that the State Government provides such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed. There is no specific mention in the Act that the State Government provides physical infrastructure to the State Information Commissions, like buildings, IT infrastructure or training to staff, though it is implicit that these aspects would also be looked after by the State Governments.

### **Efforts of the government till date**

11. The success of the Act lies in the capacity of various stakeholders to implement various provisions of the Act. The Department of Personnel and Training through its Training Division has undertaken an intensive capacity building program with the aim to train the Public Information Officers, First Appellate Authorities, Trainers, Civil Society, Media and the common people so that the Right to Information Act can be fully implemented and the benefits out of the implementation of the Act can reach the last person in every village. Such training programs are being conducted at various institutes. A specific programme titled 'Capacity Building on Access to Information' has been launched in 2005 to increase the capacity of Government officials as information providers and citizens as information seekers through training, research and documentation, mass awareness, dissemination and advocacy. This programme is coming to an end in December 2008.

12. In order to understand the constraints and issues in implementing the RTI Act, the Government of India has commissioned a diagnostic study. The final recommendations of the study are expected in a few weeks.

13. Keeping in view the issues which are emerging from the study, the interaction of the government with various stakeholders and the legal provisions under the Act the Government has approved a centrally sponsored scheme on 'Strengthening, Capacity Building and Awareness Generation for effective implementation of the RTI Act'. Under this scheme to help in the day-to-day implementation of the Act and host a National Resource Centre the Government desires to appoint a knowledge partner.

### **Outcomes Expected from the Scheme**

<b>Initiative</b>	<b>Verifiable Performance indicators</b>	<b>Means of verification</b>
Strengthening of SICs and Capacity Building of SICs and RTI and Training Divisions, DoPT	<ul style="list-style-type: none"> <li>• Technology supports for the functioning of the organizations that facilitates monitoring and reporting of the Implementation of the Act.</li> <li>• Staff manning the organizations are trained and have access to the latest trends in domestic and international field of disclosure law.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Disposal of appeals /complaint faster in SICs.</li> <li>➤ Travel time and expense of complainants in far off districts decreased.</li> <li>➤ Instant monitoring of the implementation of the RTI Act, 2005.</li> <li>➤ Staff able to monitor the functioning of SICs and RTI division and able to make policy inputs in implementing the Act.</li> <li>➤ Access to latest resources in the field of disclosure laws.</li> </ul>
Training of Stakeholders	<ul style="list-style-type: none"> <li>• Training programmes organized for different stakeholders</li> <li>• Training guides and manuals prepared, translated and published.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of training programmes organized</li> <li>➤ Number of districts covered in the country</li> <li>➤ Number of public authorities covered</li> <li>➤ Number of trainers trained</li> <li>➤ Number of guides and training manuals published in different languages.</li> </ul>
Propagation of RTI	<ul style="list-style-type: none"> <li>• Programmes on audio visual media</li> <li>• Workshops, conferences etc.</li> <li>• Messages through meghdoot cards and posters in post offices.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of programmes hosted in different languages and dialects.</li> <li>➤ Number of messages conveyed in different languages.</li> <li>➤ Change in the number of applications received from rural areas.</li> <li>➤ Change in the quantity and quality of proactive disclosures by public</li> </ul>

		<p>authorities.</p> <ul style="list-style-type: none"> <li>➤ Change in the number of appeals / complaints received by the SICs and CIC</li> </ul>
Educational Programmes	<ul style="list-style-type: none"> <li>• Development of educational material on RTI in a standardized format in different languages</li> <li>• Dissemination through of educational programmes through text books</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of educational programmes developed</li> <li>➤ Number of educational programmes developed in different languages</li> <li>➤ Number of textbooks carrying the educational material.</li> </ul>

14. Activities expected from the Knowledge Partner and National Resource Centre are:

- (i) Project management support
- (ii) Monitor the implementation of the specific components assigned to it.
- (iii) Preparation and publication of reports on implementation of the scheme
- (iv) Research, Documentation & Knowledge Management
- (v) Managing the government RTI Portal.

#### **Time Frame of the assignment**

16. The time frame is the 11<sup>th</sup> Five Year Plan period. The Knowledge Partner will report to the RTI and Training Divisions of Department of Personnel and Training on a day to day basis, to the Scheme monitoring Committee on a bi- monthly basis and Steering Committee on a 6 monthly basis.

#### **Qualifications of the Knowledge Partner and National Resource Centre**

17. Such institutions/ organizations/ consortiums expressing the interest will be shortlisted who either singly or in association with others are capable of rendering high degree of professional services in the fields of work mentioned above and such short listed consultants may be invited later to submit their consultancy proposals. Among other things, the institutions/ organizations/ consortiums should broadly fulfil the following criteria:

- a. It should be a reputed and established organization.
- b. It should have been in existence for minimum three years.
- c. It should have successfully provided project management support to Government schemes.
- d. It should have a good understanding of and sensitivity to Governmental systems.

- e. It should have a presence of key professionals with at least 5 years experience in project management, advocacy planning, IT management and Knowledge Management.
- f. It should have an annual turnover of more than Rs. Two crores for each of the last three years. (Audited statements for the years 2005-2006, 2006-2007, and 2007-2008 should be submitted.)

### **Tender Methodology**

10. The tender methodology proposal to be adopted will be in two stages comprising Expression of Interest in the first stage. The second stage of tendering process will comprise inviting techno-commercial bids. The evaluation procedure for the tendering process would follow the Quality-cum-Cost Based System (QCBS). The costs associated with the preparation and submission of the response to the EOI and RFP shall be borne by the bidder.

### **Terms of Reference**

11. Terms of reference for this EOI are as follows:

- a. Only short listed Consultants will be issued Request for Proposal documents with an invitation to submit Technical and Financial Bid.
- b. DOPT reserves the right to cancel/ re-tender this consultant procurement process if the necessity so arises. It also reserves the right to seek further information/details.
- c. Firms/ Organizations if found to have indulged in any corrupt or fraudulent practices will have their EOI document not taken up for consideration.

12. The purchaser will not be responsible for non receipt/ non delivery of the Bid document due to any reason whatsoever.



**APPLICATION FORM FOR**  
**EXPRESSING OF INTEREST**  
**FOR**

**Knowledge Partner and National Resource Centre for Implementing the Centrally Sponsored Plan Scheme on 'Strengthening, Capacity Building and Awareness Generation for effective implementation of the RTI Act'.**

1. Name :
2. Mailing address :
3. Telephone and fax number :
4. E-mail address :
5. Name and designation of the person :  
authorized to make commitments to  
the DOPT.
6. Year of establishment and constitution :  
of organization.
7. The details of the top management with :  
their professional qualification and  
experience.
8. Whether the organization has any :  
widely accepted certification. If yes,  
furnish certified copies.
9. Profile of personnel with qualification :  
experience & relevant certification, who  
can be assigned the job.
10. **Turnover**
  - (i) What was the organisation's total annual turnover for the last three years?
    - One year ago

- (ii) What was the turnover, for services similar to those required here, for the last three years?

- 11. List of projects in the last five years in which the Firm/Organisation has delivered services similar to that in the project advertisement.**

[illegible]

**12. Whether following documents have been enclosed with the application:**

(i)	A capability statement.	Yes/No
(ii)	A write-up on the understanding of the assignment.	Yes/No
(iii)	CV's of key consultants proposed to provide service for this contract.	Yes/No
(iv)	Company/Organization profile giving details of current activities and management structure.	Yes/No
(v)	Evidence of incorporation.	Yes/No
(vi)	Annual Report including audited Balance Sheet and Profit & Loss Account statement for past five years.	Yes/No

**(Signature of the bidder)**

Place:

Name: \_\_\_\_\_

Date:

**[Click Here For Annexure – II](#)**

**[Click Here For Annexure - III](#)**